

## **Town of Rhinebeck Recreation Job Description**

### **Position: Recreation Director**

The Recreation Director reports to the Rhinebeck Town Board and is responsible for administering and managing the recreation programs of the Town of Rhinebeck, including its summer day camp program, swimming pool, usage of the town's parks, and the creation of new programs. The Recreation Director is an unofficial member of the town's Recreation Advisory Committee, attends its monthly meetings, reports status, and provides advice to the committee, and provides advice to the Town Board on any of the committee's recommendations.

This is a year-round half time position at \$20 an hour.

#### ***Duties include but are not limited to the following:***

- Acts as the primary interface to the public for the town's recreation programs.
- Supervises the operation of the pool complex, playground area, and other town recreation facilities. Directly manages the Camp Director, Head Life Guard, and Head Cashier.
- Leads in the recruitment, selection and training of all staff.
- Prepares purchase requisitions for procurement of supplies and equipment for the departments.
- Keeps an updated inventory of all equipment and supplies
- Assists in the opening and closing of the pool complex
- Prepares public relations material for all news media, publications and brochures including for all programs.
- Supervise the collection and banking of all collected fees.
- Assists in applying for grants for the recreation program.
- Performs job performances evaluations of all staff members at least once during the season.
- Reviews and handles all staff grievances immediately.
- Organizes and/or supervises all seasonal and externally funded programs.
- Interfaces with [www.myrec.com](http://www.myrec.com) supplier to ensure accurate and appropriate information on the web site and its fee collection capability
- Ensures that required Dutchess County Board of Health requirements are met.
- Prepares reports upon program completions stating financial results (income and expense) as well as qualitative results.
- Coordinates the immediate reporting of any incident to the Town Board recreation liaison member and appropriate authorities.

#### ***Education and Experience***

- College graduate with Bachelor's Degree in Recreation or related field or equivalent experience.
- Two to five years experience in management/ supervision of recreation programs preferred.
- Certification in American Red Cross CPR is preferred.